

LANCASTER COUNTY

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BOARD OF COMMISSIONERS

ADDENDUM #2

Issue Date: 07/10/03

SPECIFICATION NO. 03-184

FOR

ARCHIVAL RECORD STORAGE SHELVING

Addenda (or addendum if singular) are written instruments issued by the County prior to the date for receipt of offers which will modify or interpret the specification document by addition, deletion, clarification or correction. Please acknowledge receipt of this addendum in the space provided on your bidding document.

Be advised of the following changes to the County's specification and bidding documents:

1. CLARIFICATION: All shelving proposals submitted should include 5 shelves and standard 9 foot uprights (top shelf set at 8 foot 9 inches). The standard depth shall be 30 inches deep with some select shelving, in areas not large enough to accommodate this depth, to be no less than 15 inches deep.
2. BOX PLAN: The County's standard box size is 10-1/2" (including lid) H x 12" W x 15"D. The box plan you submit should provide for no more than a two box stacked height in any given space. For areas (such as overhead space near air handling units) we recommend figuring our check box which is 4"H x 9-1/4"W x 24"D. Each proposer will be asked to provide the capacity of both size boxes on their plan along with the "lump sum" project offer.
3. CEILING HEIGHT: Ceiling height in the space is 11 feet - 3-1/2 inches. Ceiling height is uniform in the space, however there are three large air handling units, sprinkler heads and fluorescent lighting in the ceiling that will need to be considered in the box plan.
4. SPACE FOR INSTALLATION: The space will be turned over to the successful bidder cleared of all shelving and stored material boxes. Contractor will have access to the space as approved by the project manager, including the elevator and dock area for loading and unloading of product, equipment, and supplies for the project.

COMMISSIONERS

DEB SCHORR * LARRY HUDKINS * RAY STEVENS * BERNIE HEIER * BOB WORKMAN

KERRY EAGAN, Chief Administrative Officer

5. CONCEPTUAL PLAN: The box plan included with our addendum number one is intended to be for conceptual purposes only. The Bidder shall develop their own box plan and detailed shelving requirements to best utilize the space offered (i.e., back-to-back shelving plans MAY best utilizes the space).
6. BUDGET ALLOWANCE: Due to tight public budget constraints, the County reserves the right, at it's sole discretion, to add or decrease the amount of this project up-to 50% of the "Lump Sum Total" to fit within our budget allotment. Budget allotment may vary from the beginning of the bid process to the final award, at the County's discretion.
7. ADDITIONAL ORDERS AND/OR REQUIREMENTS: It is the County's desire, should additional shelving be requested meeting the specifications of any award of this project, that the contractor provide the additional requirements at the prices as listed on the bidding schedule if minimum order requirements are met by the County.
8. UTILIZE THE NEW BIDDING SCHEDULE: Due to the changes in this addendum a new bidding schedule has been provided. **Please remove the old bidding schedule and replace with the attached revised schedule.**
9. Products listed in the specification are for quality standards only. Other brands, makes and models will be considered if offered. If an alternate product is offered, provide on your letterhead in detail where your product differs from the specification. The County will analyze alternates offered in the order of low-high bid. A working sample may be requested for testing prior to award of this project.

All other terms, conditions and requirements of the request remain the same as originally indicated in the document or as modified on previous addenda.

Kathy A. Smith
Assistant Purchasing Agent

SEALED BID

SPECIFICATION NO. 03-184

BID OPENING TIME: 12:00 NOON
DATE: Wednesday, July 23, 2003

ADDENDA RECEIPT: The receipt of the addenda to the specification number ____ through ____ is hereby acknowledged. Failure of any bidder to receive any addenda or interpretation shall not relieve the bidder from obligations specified in the bid request. All addenda shall become part of the final contract document.

The undersigned submitter, having full knowledge of the requirements of Lancaster County for the above listed project, having visited the site and examined the conditions affecting the work; have read and understand the terms and conditions of the request; agrees to provide the labor, certificate of insurance, materials and equipment in strict accordance with the plans and specifications as prepared by the County for the consideration of the amount set forth in the following price schedule:

ARCHIVAL RECORD STORAGE SHELVING ARCHIVAL RECORD STORAGE SHELVING

LUMP SUM OFFER - To supply deliver and install, as per plans and specifications submitted: \$ _____
The total number of consecutive calendar days to complete the project: _____ **Days**
List the total number of our boxes this shelving plan can accommodate: _____ **Std boxes**
_____ **Check boxes**

Should the owner elect to **add or deduct up to fifty percent (50%) of the shelving** as shown on the proposers drawing, the undersigned proposes the following unit prices to determine the final cost of the project. Unit prices shall include all labor, materials, equipment to deliver and install the units.

	<u>TYPE OF SHELVING</u>	<u>PRICE/UNIT</u>	<u>LIST # OF UNITS PROPOSED</u>
1.	42" x 15" x 9' unit	\$ _____ ea	_____ Each
2.	56" x 15" x 9' unit	\$ _____ ea	_____ Each
3.	69" x 15" x 9' unit	\$ _____ ea	_____ Each
4.	42" x 30" x 9' unit	\$ _____ ea	_____ Each
5.	56" x 30" x 9' unit	\$ _____ ea	_____ Each
6.	69" x 30" x 9' unit	\$ _____ ea	_____ Each
7.	Other: _____	\$ _____ ea	_____ Each

Price to include delivery and installation
AS PER YOUR BOX PLAN AND DETAILED SPACE PLAN
LIST TOTAL LUMP SUM OFFER IN SPACE PROVIDED ABOVE

NO BID BOND REQUIRED

SUCCESSFUL CONTRACTOR TO SUPPLY PROPER INSURANCE PRIOR TO INSTALLATION

RETURN 2 COMPLETE COPIES OF BID AND SUPPORTING MATERIAL.

MARK OUTSIDE OF ENVELOPE: SEALED BID FOR SPEC. 03-184 "Archival Record Storage Shelving"

The undersigned signatory for the proposer represents and warrants that he has full and complete authority to submit this proposal to the County, and to enter into a contract if this proposal is accepted.

COMPANY NAME

BY (Signature)

STREET ADDRESS or P.O. BOX

(Print Name)

CITY, STATE ZIP CODE

(Title)

TELEPHONE

EST. DELIVERY DAYS (After receipt of order)

(Date)

TERMS OF PAYMENT

EMPLOYER'S FEDERAL I.D. NO.
OR SOCIAL SECURITY NUMBER

FAX NUMBER